

**Selectmen Meeting
Minutes
March 20, 2019**

Chairman Dziokonski, Selectman Iacobucci, Selectman Sargent, Selectman Connolly, and Selectman Kerrigan were in attendance. Attendee was Town Administrator Ward. Chairman Dziokonski opened the meeting at 7:02PM, he asked for a moment of silence for former Selectman Tony O'Loughlin, he served two terms.

Public Comment

There was none.

Review of Minutes

The board received minutes from March 6, 2019 Selectmen's meeting for review and approval. Selectman Sargent made a motion to approve minutes as presented. Selectman Kerrigan seconded the motion. The vote was unanimous.

Common Victuallers License – 155 Church Street

Chairman Dziokonski opened the hearing, he explained the board has received a completed application from Lucimar Gomide Silva d/b/a Old Timer Restaurant and Bar. Administrator Ward explained these licenses cannot be transferred like the alcohol license. The new business owner just completed the paperwork for the boards review and approval. Selectman Sargent made a motion to approve the Common Victuallers license as presented. Selectman Connolly seconded the motion the vote was unanimous.

Entertainment License – 155 Church Street

Chairman Dziokonski reviewed the board received an application for a live entertainment license from Lucimar Gomide Silva d/b/a Old Timer Restaurant and Bar. Selectman Iacobucci made a motion to approve the entertainment license for Old Timer Restaurant and Bar as presented. Selectman Sargent seconded the motion. The vote was unanimous.

School Department SBA Statement of Interest- Dr. Meyer

Chairman Dziokonski invited the Superintendent of Schools for discussion regarding the SBA Statement of Interest. Dr. Steve Meyers was before the board he issued some information to the board. He explained a statement of interest was submitted last year, a site visit was made but the project didn't receive approval. He received some strong feedback with encouragement to apply again. If the statement is accepted the process is the same. Selectman Iacobucci asked how many cities and towns were accepted. Dr.

Meyers explained 14 visits were made and 8 were funded. Selectman Connolly asked if the reimbursement rate is available ahead of the process. Dr. Meyers explained you find out once invited in to the process. Prior projects were about 70%. Dr. Meyers reviewed once invited into the feasibility study it is determined whether the project would work out best to renovate or build a new building. Selectman Connolly made a motion to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated prior to April 12, 2019 deadline, for the Clinton middle School located at 100 Boylston Street, Clinton Massachusetts, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future for replacement, renovation or modernization of the school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility and replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approval local requirements: and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town to filing an application for funding with the Massachusetts School Building Authority. Selectman Sargent seconded the motion. The vote was unanimous.

FY 2020 Budget Hearings

Bigelow Public Library

Bigelow Public Library Director Marie Mueller and Chairman of the Library Board of Trustees Gloria Parkinson along with Trustee Karen Nugent were before the board to review the FY 20 Budget request. Ms. Mueller began review explaining there is a minor change from the prior year, the creation of a Head of Adult Services position. Ms. Mueller explained in October a library assistant left the position creating a vacancy, which has been managed with a temp. This is not an approved position, she is working with the Library Board and the Personnel Board on creating it. Ms. Parkinson reviewed the creation of this position will free up the Director to take on more administrative work like applying for the state construction grants which are very competitive. She reviewed new programming available at the library and shared a packet of thank you notes from patrons who participated in programming. The board thanked the representatives of the library for budget review.

Treasurer/Collector

Chairman Dziokonski invited Treasurer/Collector Mr. Kitteredge forward. Mr. Kittredge began the review stating he is adequately staffed and funded. He has allocated \$25,000 for some short-term borrowing. The health insurance cost has increased Fallon is up 9.5%, two other companies have increased by 5.5%. These rates are offered as being part of the Minuteman Consortium Group. He explained the debt scheduled is lower by approximately \$800,000 because the school projects have been paid off. The board thanked Mr. Kittredge for the budget review.

Council on Aging

Chairman Dziokonski invited the representatives from Council on Aging forward for discussion. Senior Center Director Debra Goodsell was before the board. Ms. Goodsell explained the budget presented is higher than last year, she is being proactive moving forward. She has been working on approval from the Personnel Board for a title change to the Administrative Assistant/ Dispatcher position to Assistant Director/Volunteer Coordinator position with the creation of a Program Coordinator. She also has included an increase in the Meal Site Coordinator hours to 25. Chairman Dziokonski asked about the reduction in hours to the Outreach Coordinator, changing the position to part time at 25 hours. Ms. Goodsell explained there has been a reduction in the needs for this position, a lot of the services provided have been transferred to agencies like MoC or SHINE. She also has a representative of Fallon Seniors plan come to the center twice a month to meet with residents. The board thanked Ms. Goodsell for the budget review.

Fire Department

Chairman Dziokonski invited Chief Lutes forward. Chief Lutes explained he had presented the budget to the Finance Committee the night before and is going to review some amendments to the document provided. He explained the salaries are contractual. The overtime expense this year is already \$200,000, he is down 7 positions. He reviewed he has 2 vacancies, 1 out on emergency surgery, 4 out on IoD with one in the process of retirement. He has hired 3, but is unable to get them enrolled into the Stow academy until December. He is going to explore enrolling them into Springfield if there is space. The amendments he mentioned is on the sick time buy back number, there is an increase of \$10,000 from \$26,000 to \$36,000. There will also be a decrease in the incentive pay due to retirement, so he will remove \$12,700. There is a clothing gear increase and an increase in apparatus repair to \$29,650. He explained it is hard to get the engines repaired, he doesn't have any coverage if one is pulled from the line to repair. He reviewed the capital expenditures for the future which include a new Chief's car, upgrades to the computers and software and a rescue team truck to carry the equipment. He also reviewed with the board he has submitted paperwork for a transfer request to cover

funding needed in the department to close out the year. The board thanked Chief Lutes for the budget review.

Police Department

Chairman Dziokonski invited Chief Laverdure forward. Chief Laverdure began his budget review explaining the salaries are increased by 2.25% which is the last year of the three-year contract, it expires on June 2020. Part of the contract is the increased educational incentive; the bachelor incentive was raised to \$1000.00. He explained under new equipment he added a new cruiser he was on a rotation to buy one then two the next year, over the last three years he has been off rotation and only purchased one cruiser. He added funding for portable radios, and sick time buy back, there are a few retirements. The overtime budget is \$63,000, consistently over \$180,000. He also added there is funding for new training for the "One Mind Program" for mental health training. He also plans to train 6 recovery coaches, to help opioid crisis. The board thanked Chief Laverdure for the budget review.

Department of Public Works

Chairman Dziokonski invited Superintendent of Public Works. Superintendent McGown began review of the budget explaining it is the last year of the union contract and the raises have been determined, he included the step increases. He did not add an increase for himself or the departmental clerk. He raised funding for the storm water regulations, the monitoring of the outfall in the system. He estimated this cost to be a \$50,000 increase each year.

Cemetery Department

Superintendent McGown reviewed the wages are decreased, a longtime employee is retiring, a new employee will have a lower salary. He explained the tree maintenance and the miscellaneous are left the same.

Water & Sewer Department

Superintendent McGown reviewed the capital outlay for this department is \$300,000, there are mandated repairs needed for the sewer system. These are new mandates of the EPA, he has included funding to part of the study. There will be the 3% increase to the water rates as reviewed.

Rubbish Department

Superintendent McGown reviewed the rubbish enterprise fund is doing well with retained earnings. There is a lease on the trucks for maintenance is \$40,000 per year to maintain equipment.

Landfill Department

Superintendent McGown reviewed the capping will be accepting soil for another 3 to 4 years. The revenue is going well and the next step is to discuss the transfer of funding.

Capital Expenditures

Superintendent McGown reviewed he has planned on a one-ton truck, last year he updated a six-wheel sander.

Selectman Kerrigan asked if Superintendent McGown has concerns regarding the market for recycling. Mr. McGown reviewed the E.L. Harvey takes the material and have keep the fees stable, for the last two years. He doesn't see this as a major problem over the next few years. The board thanked Superintendent McGown for the budget review.

Street & Sidewalk Maintenance Discussion

Chairman Dziokonski invited Police Chief Laverdure forward and asked Superintendent McGown to remain for a discussion on street and sidewalk maintenance, plowing and parking enforcement. Chairman Dziokonski explained he would like to see all town facilities plowed, including the sidewalks. Mr. McGown explained he agrees but it needs to be established who is responsible to do it. The town clears as much as we can, he suggested a priority list be established. He explained education to the residents would be helpful as well. Selectman Kerrigan explained the board isn't trying to scold anyone, he has heard complaints and would like to create a plan. He stated a plan on educating the residents, the related costs needed to enable the department to clear sidewalks. He stated forming a subcommittee will be helpful. He would like to see a change in the culture and the town be used as a walkable town. Mr. McGown explained there is a large cost associated with clearing the sidewalks on High Street, he hires a private contractor which is costly and then there is the problem of where to dump it. Selectman Kerrigan explained he wasn't sure if that is logistically possible to do each storm. He explained forming a committee will be helpful to review possible solutions. He asked Chief Laverdure for some insight regarding the parking enforcement. Chief Laverdure explained on the nights its snows the parking ban is put into effect, on average 30 to 40 cars a storm have been towed. Mr. McGown reviewed he was speaking with the electrical inspector there is signage available that can be posted at intersections that illuminate to indicate when the parking ban is in effect. He suggested these would be helpful at the major intersections in town to notify residents of the ban. Selectman Kerrigan agreed that will help going forward. Selectman Connolly explained he would like to have the best job done on town owned properties, he has no objections to discussing modifications to the by-law. He knows Worcester is very aggressive with enforcement. He has concerns regarding parking enforcement in municipal lots, in the winter it is easy to identify the cars that aren't abiding by the parking rules. Mr. McGown explained he has the signage and will be posting it for next year. Selectman Connolly stated he is aware of the violators at the Oxford Court municipal parking area. Chief Laverdure reviewed the department is aware and are unable to connect these vehicles to Oxford Court. Selectman Connolly made a motion to formulate a subcommittee to review the sidewalk maintenance and parking

issues during winter storms. Selectman Iacobucci seconded the motion. The vote was unanimous. The board agreed to discuss the recruitment of members at the next meeting.

Administrative Business

There was none.

Old & New Business

DCR Grant Flood Protection in Clinton

Superintendent McGown explained he has decided to hire a wetlands specialist to put together the order of conditions for the mitigation of the Nashua River. He explained the debris will be removed for the river near Green Street with focus down to the bridge on Water Street. He will send the scope of work to the DCR. The funding needs to be spent by June 30th. He intends to put a bid package together to get the project out to bid. Selectman Connolly made a motion to direct the Town Administrator, Community & Economic Director and Superintendent McGown to proceed with the project, determining the most efficient process for the town. Selectman Iacobucci seconded the motion. The vote was unanimous.

Walnut Street Renovation Construction Contract

Superintendent McGown and Community & Economic Development Director were before the board to review the upcoming Walnut Street Renovation project contract. Mr. McGown reviewed the project low bid was E.H. Perkins in the amount of \$905,400. There is an alternate to the bid but no funding available for decorative street lighting in the amount of \$58,000, which would cover 5 lights. Selectman Connolly asked about the lighting alternate being executed and incorporated into the project, is there a way to include it in the project. Mr. McGown reviewed there are two ways to cover it, have the town meeting appropriate Chapter 90 funding that was left over from last year or use Chapter 90 funding from the new fiscal year. He recommended having the contractor add it, and move forward with the awarding the base bid. Selectman Sargent made a motion to approve the low bid from E.H. Perkins in the amount of \$905,400, and move forward with adding the alternate to be covered by Chapter 90 funding if available. Selectman Kerrigan seconded the motion. The vote was unanimous. Selectman Sargent made a motion to authorize \$50,000 to be spent from the Chapter 90 funding on the lighting for Walnut Street project. Selectman Kerrigan seconded the motion. The vote was unanimous.

Montachusett Comprehensive Economic Development Strategy

Community & Economic Development Director Duffy explained to the board he had prepared a list of projects to be included in the Montachusett Region Comprehensive Economic Development Strategy. He reviewed the seven projects he recommends are

Rockbestos property, Spinning Mills, 285 West Boylston Street/South Meadow Road, Fire Station project, Counterpane Brook drainage, Downtown Revitalization project and the collaborative work space. He asked for the board support and endorsement of the list. Selectman Connolly made a motion to approve the list as presented Selectman Sargent seconded the motion. The vote was unanimous.

KRD Growers, Inc. Entity Change

Chairman Dziokonski reviewed KRD Growers, Inc. is requesting an amendment to their approved Host Community Agreement to change name of the entity to KRD Growers LLC. Selectman Iacobucci made a motion to approve the Host Agreement Amendment as presented. Selectman Kerrigan seconded the motion. The vote was unanimous.

Annual Town Meeting Warrant

Administrator Ward explained the board needs to set a timeline for acceptance of warrant articles for Annual Town Meeting. He explained if the board were to open warrant tonight and it will allow a for three-week window, closing it on the Wednesday April 17th meeting date. Selectman Iacobucci made a motion to open the warrant as of March 20, 2019 and closing it on April 17, 2019. Selectman Connolly seconded the motion. Under discussion: Selectman Kerrigan reviewed last year was his first town meeting while serving on the board, he remembers the discussion at the last meeting regarding the meals tax warrant, he would suggest anyone sponsoring an article be prepared to speak to it. The board supported this recommendation but explained it may only apply if it is a town sponsored article and not a citizen petition. The vote was unanimous.

Reserve Fund Transfer

Town Administrator Ward explained he is submitting a transfer request to cover the police and fire accident insurance, the premium was set after the budget was set and the appropriation is short, the request is for \$5684.00 to cover expense. He reviewed he met with the insurance representative today and will have a solid number for next year's budget. Selectman Sargent made a motion to approve the request as presented. Selectman Connolly seconded the motion. The vote was unanimous.

Selectmen Representative on School Non-Instructional Contract Negotiations

Chairman Dziokonski reviewed the Superintendent of Schools is offering for a representative from the board to serve on the bargaining committee for the renewal of the non-instructional personnel contract. Selectman Connolly explained he would volunteer to be the representative, it should be the Chairman or his designee. Chairman Dziokonski designated Selectman Connolly to represent the board on the non-instructional personnel contract negotiations.

Selectmen Representatives on Human Resources Manager Search Committee

Town Administrator Ward reviewed he is seeking two members to serve on the search committee for the Human Resources Manager search. At this time the committee is made up of 2 School Committee members, Chairman of the Personnel or a designee, Town Treasurer, Superintendent of Schools and himself. Selectman Kerrigan volunteered along with Chairman Dziokonski. Selectman Sargent made a motion to appoint Chairman Dziokonski and Selectman Kerrigan to the Human Resources Manager Search Committee. Selectman Iacobucci seconded the motion. The vote was unanimous.

Town Administrator Ethics Disclosure

Selectman Sargent stated as a candidate he has been advised by the Ethics Commission to excuse himself from the discussion. Selectman Sargent left the meeting.

Administrator Ward explained he advertised the Sealer of Weights & Measures Inspector with a March 8, 2019 deadline. This is a part-time stipend position; 6 applicants were received. He explained he needs to file a statement with the board to disclose a conflict of interest, due to one candidate is a member of the board. So, the board needs to determine if the Administrator can be impartial in the appointment due to the relationship with the candidate. Solicitor Gibbons reviewed under the law 268a Chapter 21a: conflicts, no member of a municipal board can apply to any office under the supervision of the said board. He reviewed this position falls under the board therefore a member is barred to apply unless resigned 30 days prior. He explained there was special legislation filed to delegate certain hires to the Town Administrator. Administrator Ward reviewed he has contacted the Ethics Commission, and was told to make the disclosure. Solicitor Gibbons explained the Special Legislation delegates the appointing authority of certain positions with the board's approval. Therefore, the ultimate approval is the board. Discussion continued with the board discussing if the board member has to resign based on the statue, prior to applying or accepting the position. Solicitor Gibbons reviewed the statue provided explained the candidate is eligible only if out of office 30 days. He explained he can contact the Ethic Commission for review. Selectman Connolly made a motion to request the Town Solicitor review the issue with resources available including the State Ethics Commission, to provide a sound opinion and recommendation for the board. Selectman Iacobucci seconded the motion. The vote was unanimous.

Selectman Sargent returned to the meeting

Goals & Objectives

Downtown Decorative Streetlight Project

Chairman Dziokonski reviewed there was a meeting held recently on the revamping of downtown. The decorative streetlighting new sidewalk, new roadway and trees are part of the design. He explained personally he is not supportive of the trees, but there will be

some included in the new design to be approved at town meeting. Board members expressed their support for some trees, explaining they do add some value to the street scape.

Committee Reports

Marketing Communications Sub-Committee

Selectman Kerrigan explained the committee is scheduled to meet on March 26 to review the new website. Administrator Ward confirmed he is actively pursuing the switchover, departments have been working on their sites.

FY 2020 Budget Discussion Continued

Selectman Connolly asked about the budgeting for the newly formed Facility Department, is the Director making a plan to include the areas that will be merging. Administrator Ward explained the Facility Director is completing a comprehensive budget, to include all of the departments, determining how each will be divided out. He had a few models he was reviewing. On Friday there are meetings scheduled with the union for discussions. He explained he is confident he will get it done.

Selectman Sargent made a motion to adjourn the meeting at 10:00PM. Selectman Iacobucci seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero

Executive Assistant to the Clinton Board of Selectmen/Town Administrator